

**STARK COUNTY OFFICE BUILDING CONCRETE REPAIRS PROJECT  
REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR  
THE BOARD OF STARK COUNTY COMMISSIONERS  
STARK COUNTY, OHIO**

**October 7, 2013**

**I. INTRODUCTION**

The Board of Stark County Commissioners (hereinafter the Board) is soliciting firms to submit qualifications to be considered for conducting investigations, design, preparation of construction specifications and plans and construction contract administration for the Stark County Office Building Concrete Repairs Project.

The engineering services project includes two existing areas of the building currently in need of repair to maintain their continuing safe and usable condition.

1. Garage area of the building consists of four levels. Level 1A has a floor elevation of 78.66 feet with an approximate floor area of 10,840 square feet, Level 1B has a floor elevation of 83.66 feet with an approximate floor area of 21,850 square feet, Level 2A having a floor elevation of 68.66 feet with an approximate floor area of 11,500 square feet and Level 2B has a floor elevation of 73.66 feet with an approximate floor area of 21,100 square feet. The four levels are connected together by six ramps with each one having an approximate floor area of 754 square feet. Levels 2A and 2B floors are both of reinforced concrete floor slabs supported on-grade and are located directly below Levels 1A and 1B respectively. Levels 1A and 1B floors are both constructed of reinforced concrete floors supported by reinforced concrete beams and columns. The entrance and exit to the garage are both located on Level 1A from Piedmont Avenue, which is on the east side of the building. Many areas of the existing garage structure are showing signs of deterioration including cracked and spalled concrete with reinforcing steel showing.
2. Exterior-wall-area includes all four exterior walls and all floor levels of the building which are above grade. Many of the building's exposed, architectural concrete panels are cracked with areas of spalled concrete showing, as well as various other visible signs of deterioration.

**II. PROJECT SCOPE**

Engineering services are solicited in three phases consisting of the following:

1. Investigation Phase
  - a. Review all architectural records and structural construction drawings that are available for this building, either from the Board or other county resources. The Board makes no guarantee as to the completeness or accuracy of these drawings and it is the responsibility of the Engineer to verify actual site conditions.
  - b. Visually survey and record existing conditions including photographic documentation. Locate all areas of deterioration, record and classify their type, quantity and limit.
  - c. Physically test those areas which, from the visual survey, are deemed to require further evaluation. Physical testing may include taking concrete samples for determining chloride ion,

sounding of concrete areas and/or other testing as determined necessary to properly assess what repairs should be made to the deteriorated area.

- d. Prepare a written report summarizing the findings of the investigation. The scope of the report shall include the types of repairs recommended, the location of the repairs, an estimated quantity of each type of repair, and a construction cost estimate for the repairs being recommended.

The engineer shall also include in the report the identification of any special construction issues and a recommendation as to how those issues should be handled, including the closure of the entire garage (or only portions thereof) during construction, closure of public sidewalks during construction, unit pricing, lump sum, or a combination thereof in the construction contract, etc.

- e. Meet with the Board to review the written report including the findings and recommendations and to answer any questions the Board may have. Any disagreement between the Engineer and the Board regarding the final recommendations shall be resolved prior to preparation of bid documents.

## 2. Construction Bid Documents Phase

- a. Prepare bid ready construction drawings and specifications. The Board will provide the Engineer with the standard "front end" specification documents in editable form. The Engineer is responsible for final preparation of the "front end" specifications along with the technical specifications. The drawings and specifications will include how construction is required to be phased or sequenced. All construction bid documents will be subject to final approval by the Board.
- b. The Engineer will provide a construction cost estimate for each of the various required work items as well as an estimate of what time period should be allowed for a Contractor to perform the work.

## 3. Construction Contract Administration Phase

- a. The Engineer will primarily handle the public bidding process for this project. The Engineer will provide and pay for copies of the bid documents, project advertisements, issuing bid documents to interested bidders, maintain a log of bidders, conduct a pre-bid meeting, issuance of any addendums, evaluation of bids, making a recommendation for award of a contract, etc.
- b. The Engineer will be responsible for review and approval of all required shop drawings.
- c. The Engineer will primarily handle the administration of the construction contract including coordinating any areas to be closed during construction with the effected Board departments, coordinating any areas to be closed during construction with the City of Canton, daily inspections to insure that the work is completed in accordance with the project drawings and specifications, conducting weekly job meetings and recording the minutes thereof, recommending any change orders, approving progress payments, etc.

### **III. OTHER INFORMATION**

1. The Engineer will be responsible for obtaining and paying for the required building plan review permit from the City of Canton. The construction contractor will be responsible for paying for the construction building permit from the City of Canton.
2. The Engineer will provide the Board all necessary copies of the specifications and construction drawings for the Board's review. After all construction work has been completed, the Engineer will provide the Board one set of as-built construction drawings and specifications in hard copy and in an approved electronic format.

### **IV. QUALIFICATIONS**

Qualifying proposals will include a description of the business organization, including the name and address of the firm, year established, number of employees, and a descriptive breakdown of staff and types of services qualified to perform. The proposal should emphasize recent experience of personnel and their roles in similar projects. Include project references and names of staff persons involved in the projects described. Key personnel to be assigned to this project should be identified and resumes provided.

### **IV. SCHEDULE**

The anticipated schedule for the project is:

- request for qualifications submittal date November 15, 2013;
- rank consulting firms by November 27, 2013;
- negotiate terms and sign Engineer contract by January 3, 2014;
- complete the investigation phase by March 21, 2014
- construction specifications and drawings ready for bidding by May 23, 2014;
- bid and award a construction contract by July 18, 2014;
- complete construction work (to be determined).

### **V. SELECTION CRITERIA**

Proposals will be evaluated on the following criteria:

- the firm's reputation for professional integrity and competence;
- ability to comply with federal, state and local laws and regulations;
- experience of personnel on similar projects;
- professional and educational experience of key personnel;
- common sense approach to project;
- local office;
- past experience on other Board projects;
- ability to meet the project schedule.

## **VI. NO OBLIGATION TO CONTRACT**

This Request For Qualifications does not obligate the Board to contract for the services specified herein. The Board reserves the right at its sole discretion to reject any and all proposals received without penalty and not issue a contract as a result of this Request For Qualifications.

## **VII. PROJECT CONTACT**

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## **VIII. DIRECTIONS FOR SUBMITTING PROPOSALS**

A statement of the firm's current insurance coverage and a copy of the worker's compensation certificate are also required to be submitted with their qualifications. Firms responding to this Request for Qualifications should submit one original and two copies of their qualifications to the project contact listed.

Qualifications shall be submitted no later than 4 p.m. (Eastern Time) November 15, 2013 in order to be considered.